



Foreign Affairs Handbook

5 FAH-1 – Correspondence Handbook

Change Transmittal: CH-10

Date: January 19, 2005

5 FAH-1 H-120 PREPARING CORRESPONDENCE

5 FAH-1 H-320 PREPARING MEMORANDUMS

5 FAH-1 H-410 OFFICIAL STATE DEPARTMENT LETTERS

5 FAH-1 H-520 PREPARING CONGRESSIONAL LETTERS

5 FAH-1 H-620 PREPARING DIPLOMATIC LETTERS

Changes

1. This Change Transmittal issues miscellaneous changes in

5 FAH-1 H-120 – A hyperlink has been added to link to the GPO Style Manual.

5 FAH-1 H-320 – Updates Times New Roman 14 pitch, the Department's standard font and size, with one exception (see 5 FAH-1 H-321).

5 FAH-1 H-410– 7 FAM Title revised (see 5 FAH-1 H-412.1).

5 FAH-1 H-410– Office name revised (see 5 FAH-1 H-412.5c).

5 FAH-1 H-410 - Updates Times New Roman 14 pitch, the Department's standard font and size, with one exception (see 5 FAH-1 H-414).

5 FAH-1 H-520 - Updates Times New Roman 14 pitch, the Department's standard font and size (see 5 FAH-1 H-521d).

5 FAH-1 H-620 - Updates Times New Roman 14 pitch, the Department's standard font and size, with one exception (see 5 FAH-1 H-621i).

2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's Change Transmittal acronym and numerical series remains in place.
3. Revisions since the last update appear in italics and dark magenta. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove **5 FAH-1 H-120** (TL:CH-4; 07-31-2002, 2 pages) and insert the revised 5 FAH-1 H-120 (CT: CH-10; 01-19-2005, 2 pages).
2. Remove **5 FAH-1 H-320** (TL:CH-4; 07-31-2002, 9 pages) and insert the revised 5 FAH-1 H-320 (CT: CH-10; 01-19-2005, 9 pages).
3. Remove **5 FAH-1 H-410** (TL:CH-4; 07-31-2002, 8 pages) and insert the revised 5 FAH-1 H-410 (CT: CH-10; 01-19-2005, 8 pages).
4. Remove **5 FAH-1 H-520** (TL:CH-4; 07-31-2002, 10 pages) and insert the revised 5 FAH-1 H-520 (CT: CH-10; 01-19-2005, 10 pages).
5. Remove **5 FAH-1 H-620** (TL:CH-4; 07-31-2002, 17 pages) and insert the revised 5 FAH-1 H-620 (CT: CH-10; 01-19-2005, 18 pages).
6. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT: CH-10 and initial.

Distribution Notice

1. The *Foreign Affairs Manual* and *Handbooks* (unclassified) official version

can be found on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5). A/RPS/MMS/P, Room B934, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(IRM/BPC/RG)